
About the Napa County Superior Court

Our mission is to render fair and equal justice; to inspire trust and confidence in the legal system; and to serve the public with courtesy and efficiency.

Napa Superior Court has gained a reputation for leadership, innovating new approaches to solving old problems. If you thrive in an atmosphere of change and challenge, you will enjoy the dynamic pace of the Napa County Superior Court.

As a plus, the Court is located in one of California's most beautiful valleys. Our ideal temperate climate allows residents to take full advantage of a wide variety of recreational, educational and cultural activities – including hot springs resorts, Lake Berryessa and the famous Napa Valley restaurants and wineries.

The City of Napa offers suburban living in a relaxed country atmosphere in close proximity to both San Francisco and Sacramento.

How to Apply

Submit your resume, completed Court application form and a recent example of your legal analysis and writing skills for consideration. This vacancy announcement will remain Open until the position is filled.

Applications may be submitted in person to the Court's Human Resources Department on the third floor of the Historical Court House at 825 Brown Street, Napa, California 94559, (707) 299-1242 or sent to the same address listed above, Attention: Human Resources.

The Court application and job announcement can be obtained online at www.napa.courts.ca.gov or from the Court Human Resources Department at (707) 299-1242.

Napa County Superior Court

SUPERIOR COURT OF CALIFORNIA



*Announces an Opening
for*

***Family Law Facilitator
Not to exceed July 31, 2003***

*Annual Salary:
\$70,616 – 84,988*

*Plus the full contribution of 7% by
the Court to the PERS Retirement
System*

Excellent Benefits Package

An Equal Opportunity Employer

Final Filing Date:

Open until filled

The Position

Performs a variety of duties in support of the development and implementation of a self-help center for family law litigants.

Examples of Duties

- Participate in self-help center program design and implementation
- Identify community resources related to family law program services and community-based organizations
- Work with other agencies and organizations to coordinate services and activities
- Review and prepare self-help materials
- Conduct outreach and recommend marketing strategies for development of self-help program
- Work closely with community organizations and public entities to reduce linguistic and cultural barriers faced by population seeking access to the court
- Provide referrals to other community agencies and resources that provide services for parents and children
- Assist the court with identifying other potential funding sources for family services

- Prepare written reports and correspondence, collecting and analyzing data needed for related matters
- Input, access, analyze and print data using modern office equipment including a mini-computer

The Ideal Candidate

Possesses thorough knowledge of –

- Principles of family law and court procedures
- Family law-related resources and referral services
- Services available from local agencies and organizations
- Principles of leadership

Demonstrates ability to –

- Plan and implement self-help program for family law litigants
- Work independently with a minimum of supervision
- Identify community resources related to family law issues and community-based organizations
- Provide referrals to other community agencies and resources that provide services for parents and children

- Communicate effectively both verbally and in writing with a diverse client population
- Prepare correspondence and reports
- Operate successfully in a complex, fast paced, high-energy environment
- Demonstrate organization skills; set up complex record keeping systems
- Use modern office equipment, including a mini-computer
- Establish and maintain cooperative working relationships with others
- Work effectively with diverse individuals, clients, community and service providers

Professional Qualifications –

Experience – Five (5) years of experience practicing law with a minimum of three (3) years of mediation or litigation experience in the field of family law.

Education – Graduation from a law school.

Licenses - Active membership in the California State Bar for five years.

Excellent Benefits Package –

- CalPERS retirement [2%@55](#) – employee cost paid by the Court
- Time Off on an Annual basis –
 - 12 Holidays
 - 12 Vacation days
 - 12 Sick days
 - 19 hours of Personal Leave
- Generous contribution toward HMO and Vision insurance options
 - Employee Only – Court pays full premium
 - Employee + 1 – Court pays 95%
 - Employee + 2 – Court pays 92.5%
 - Non-HMO choices available at added cost
- Dental Insurance – Premium fully paid by the Court after a 6 month waiting period
- Life Insurance - \$10,000 provided – additional coverage available at reasonable rates
- Deferred Compensation – Choice of Plan Options

